

PLANNING AND LAND USE DEPARTMENT

The Planning and Land Use Department interprets and enforces laws and codes that have been adopted by the city of Santa Fe, advises on long and short range planning and development issues, and provides responsive, accurate and responsible customer services. The purpose of these codes is to provide minimum standards to safeguard life, limb, health, property and public welfare. The Santa Fe City Code provides enforcement of the uniform building code, mechanical code, electrical code, uniform plumbing code, zoning and land use code, annual water budget, and other relevant codes including those related to weeds, litter and noise.

Administration

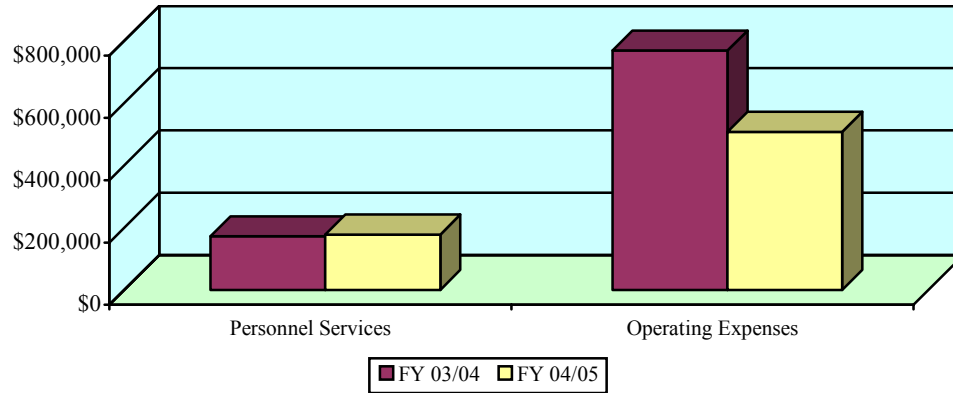
Appropriation: \$ 684,899

Through Inspections and Enforcement, Permit and Development Review, and Planning, the Director is responsible for developing and delivering the various services that are provided to the public. One of the main objectives of the department is to streamline all internal processes and improve communication with other departments, the Mayor, City Council, and the public.

For FY 2004/05, the General Fund provides financial support for the salaries and benefits of the Director and one staff member, and the entire department's general liability and fleet-physical insurance coverage. The Administration budget for 2004/05 also includes support for the Regional Planning Authority.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Department Director	1 – EX	1 – EX
Office Manager	<u>1</u> – EX	<u>1</u> – EX
TOTAL:	2	2

EXPENDITURE CLASSIFICATION



	FY 03/04 <u>REVISED</u>	FY 04/05 <u>APPROPRIATION</u>
Personnel Services	\$ 172,318	\$ 177,711
Operating Expenses	<u>768,741</u>	<u>507,188</u>
 TOTAL:	 \$ 941,059	 \$ 684,899

Inspection & Enforcement

Appropriation: \$ 1,189,847

The Inspection and Enforcement Division safeguards the health, safety and welfare of the citizens of Santa Fe by inspecting structures under construction to guarantee that they are built according to established minimum zoning, structural, mechanical, plumbing, and electrical standards. Existing commercial buildings are also inspected before Certificates of Occupancy are issued to ensure they meet minimum standards.

Inspection and Enforcement includes the following functions:

<u>Administration</u> - To oversee operations for General Construction, Electrical Inspection, Mechanical Inspection, Complaints and Site Inspection sections	\$ 175,229
<u>General Construction</u> - To inspect ongoing construction for compliance with approved plans, construction practices, approved materials and workmanship	264,222
<u>Electrical Inspection</u> - To inspect methods and materials of electrical installations, connections, alterations or repairs to guard against substandard construction	137,333
<u>Plumbing/Mechanical Inspection</u> - Assures the public and contractors that all work being done meets the uniform plumbing code and the uniform mechanical code	233,633
<u>Complaints</u> - To ensure compliance with Santa Fe City codes relating to building, weed, litter, wastewater, general environmental standards, snow/ice removal, and noise violations	171,524
<u>Zoning Inspections</u> - Responds to and daily inspects zoning, certificates of occupancy and home occupancy, and serves as direct contact for public inquiries regarding zoning enforcement	<u>207,906</u>
	\$ 1,189,847

2003/04 Operational Highlights:

- Implemented a staff training and certification program for the International Building Codes.
- Adopted and implemented the new International Building Codes.
- Assisted the Water Budget Administration Office in enforcement of the Annual Water Budget regulations.
- Completed 40,000 inspections and investigated 10,000 complaints.

2004/05 Goals and Objectives:

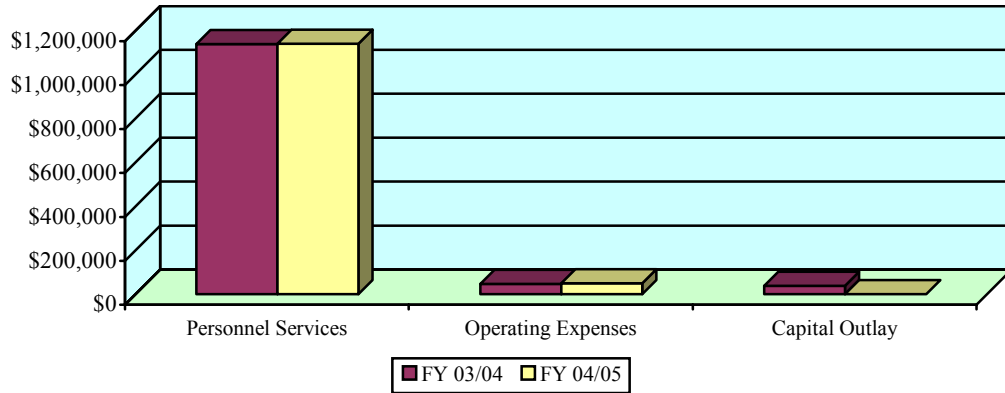
- Improve scheduling by updating current software to maximize accuracy and consistency.
- Continue to improve the handling and response to zoning complaints by computerized tracking and documented follow-through of inspections.
- Replace worn-out vehicles, computers and other equipment to maximize uptime and staff efficiency.

Budget Commentary:

The General Fund provides funding support for the salaries and benefits of 18 employees and operating expenses related to building, electrical and mechanical inspections. Salaries and benefits for division staff comprise the majority (95.77%) of budgeted expenditures for FY 2004/05.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Inspection & Enforcement Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Construction & Inspection Supervisor	3 – CLFT	3 – CLFT
Construction Inspector	6 – CLFT	6 – CLFT
Ordinance Enforcement Specialist	2 – CLFT	2 – CLFT
Ordinance Enforcement Specialist Supervisor	1 – CLFT	1 – CLFT
Site Inspector	2 – CLFT	2 – CLFT
Zoning Inspections Manager	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	18	18

EXPENDITURE CLASSIFICATION



	FY 03/04 <u>REVISED</u>	FY 04/05 <u>APPROPRIATION</u>
Personnel Services	\$ 1,137,953	\$ 1,139,505
Operating Expenses	46,650	50,342
Capital Outlay	<u>38,500</u>	<u>0</u>
 TOTAL:	 \$ 1,223,103	 \$ 1,189,847

Permit and Development Review (PDR) is responsible for providing engineering plan, subdivision plat, development plan, and building permit reviews, subdivision construction inspection, grading and drainage inspection, National Pollutant Discharge Elimination System (NPDES) site planning and inspection, and flood plain administration. PDR also serves as staff liaison to the City Planning Commission, the Summary Committee, the Board of Adjustment, the EZC (Extraterritorial Zoning Commission), the EZA (Extraterritorial Zoning Authority), the Capital Improvement Advisory Committee, and the Construction Industry Advisory Board. PDR is also responsible for the administration and enforcement of the Annual Water Budget.

2003/04 Operational Highlights:

- Implemented Zoning Analyst software into the development review process for efficient and accurate case management.
- Adopted GIS software for permit counter staff in order to provide an improved level of accuracy and efficiency for land use information customer service requests.
- Developed a revised building permit application process in an effort to assure accuracy and accountability in permit reviews.
- Continued improvements in the administration of the Annual Water Budget by encouraging and accepting other water saving devices and strategies to promote water conservation.
- Began the process of large-scale amendments to Chapter 14 of the City Code-Land Development Laws.

2004/05 Goals and Objectives:

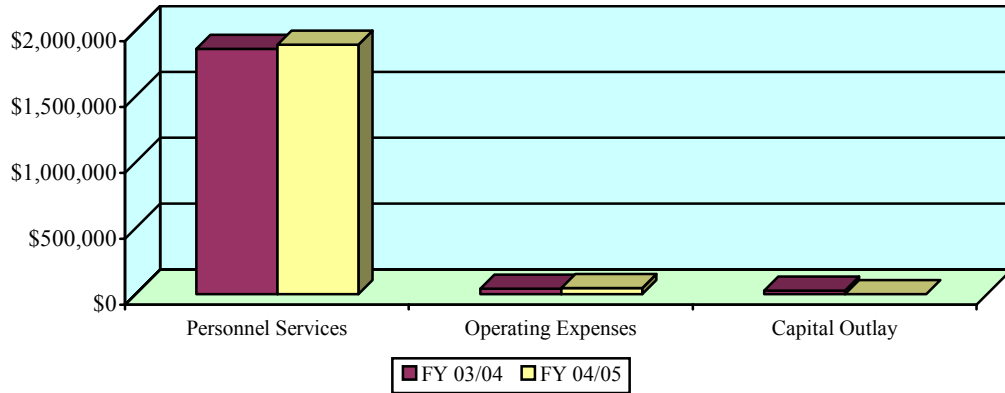
- Create a new database system to track land attributes on property parcels.
- Continue to review, develop and improve policies, ordinances and procedures including the noise ordinance, nuisance abatement ordinance, Board of Adjustment applications, zoning review/complaints, Certificates of Occupancy, City Code Chapter 14, and NPDES requirements.
- Develop and adopt new tools to improve the efficiency and effectiveness of the division, including a new data entry/tracking system for inspectors in the field, incorporation of digital mapping data into the development review process, and automatic updates to the zoning map.
- Formalize a policies and procedures manual to assure consistent code interpretations and policies.
- Continue to work with the Planning Division on substantive revisions to Chapter 14 of the City Code.
- Further refine the permitting process and improve turnaround times for reviews.

Budget Commentary:

For FY 2004/05, the General Fund operating budget for Permit and Development Review includes the salaries and benefits for 29 positions. Also included are operating expenses associated with permit and development review activities. Major expenses include salaries/benefits and a \$10,000 appropriation to pay for software development for the Water Budget Administrative Office Retrofit Program.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Planning & Development Review Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Building Permit Expeditor	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	3 – CLFT	3 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Clerk Typist	1 – TCP	1 – TCP
Database Specialist	1 – TCP	1 – TCP
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer Technician Senior	2 – CLFT	2 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Planner	1 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	4 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	1 – CLFT	1 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Zoning Review Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	29	29

EXPENDITURE CLASSIFICATION



	FY 03/04 REVISED	FY 04/05 APPROPRIATION
Personnel Services	\$ 1,860,099	\$ 1,891,650
Operating Expenses	42,706	47,547
Capital Outlay	<u>28,070</u>	<u>0</u>
 TOTAL:	 \$ 1,930,875	 \$ 1,939,197

Planning

Appropriation: \$ 947,111

The purpose of the Planning Division is to advise the Mayor and City Council, City Manager, city departments and appointed committees on long- and short-range planning and development issues; to prepare public policies relating to land use, growth, urban design, cultural resources, economic transportation, and social services; and to facilitate public participation in the elaboration of such policies.

2003/04 Operational Highlights:

- Completed the impact fee project and contract, leading to adoption of the new impact fees ordinance.
- Continued to implement the General Plan, especially through Chapter 14 Phase I revisions.
- Achieved progress in revising the Chapter 14 Historic Districts ordinance.
- Produced the sixth annual "Santa Fe Trends" publication.

2004/05 Goals and Objectives:

- Complete the Historic Districts ordinance revision in preparation for City Council adoption.
- Draft and adopt the 5-year update of the city's general plan.
- Initiate the Downtown Master Plan process.
- Draft and adopt a new mixed-use zoning district.
- Prepare the planned new city-initiated annexation and present to the Municipal Boundary Commission.

Budget Commentary:

The FY 2004/05 General Fund operating budget is \$677,244, which includes funding for staff salaries and benefits, printing costs for several publications and contractual services expenses relating to planning activities.

Grant funding in the amount of \$16,000 from the Department of the Interior through the State Historic Preservation Grant Fund (2707) will provide support for an on-going resurvey of historic buildings.

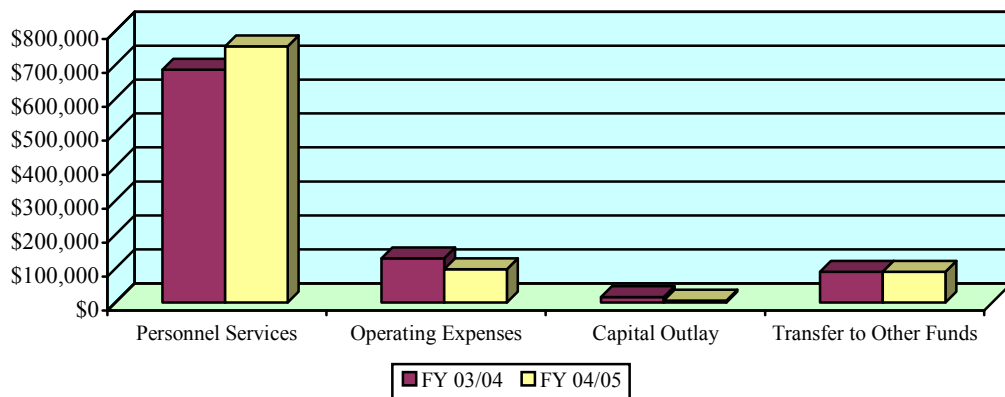
The Geographic Information System (GIS) operating budget of \$8,587 is supported from the GIS Fund (3346).

The Transportation Grant Program budget is \$229,280, which reflects the combined funding total from the UMTA Grants (Funds 2324 and 2325) and supports three staff members.

The Planning Division also utilizes an appropriation of \$16,000 from permit collections in the Archaeological Fund (2706) for the continuation of the Plaza Archaeological Excavation Project.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Planning Division Director	1 – CLFT	1 – CLFT
Construction Inspector	1 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	4 – CLFT
Planner Senior	1 – TGF	1 – TGF
Planner Supervisor	1 – TGF	1 – TGF
Planner Supervisor	2 – CLFT	2 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Special Projects Administrator	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	12	12

EXPENDITURE CLASSIFICATION



	<u>FY 03/04 REVISED</u>	<u>FY 04/05 APPROPRIATION</u>
Personnel Services	\$ 685,121	\$ 754,133
Operating Expenses	130,081	97,651
Capital Outlay	15,551	5,445
Transfer to Other Funds	<u>89,882</u>	<u>89,882</u>
TOTAL:	\$ 920,635	\$ 947,111